

Intradistrict Transfer Procedures

The following procedure will govern consideration of a request by a parent for his/her student to attend a district school other than the one within the student's regular attendance boundary:

General Parent/Student Requests for Intradistrict Transfer

1. Student applications for administrative transfer may be initiated at any time during the year by a parent/guardian, eligible student, or administrator. **Approval of applications will be valid for the current school year only.** Requests will be considered on a space-available basis, and will be subject to the following criteria:
 - a. A financial, educational, safety or health condition affecting the student would likely be improved as a result of the transfer. "Would likely be improved" means it is probable, in the judgment of the district, that the nature and effect of the benefit to be received will be real and meaningful;
 - b. The parent has moved and the place of residence is now located outside the attendance boundary of the student's assigned school, but remains within district boundaries and completion of the current school year in the student's school is in the student's best interest;
 - c. There is some other special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition.
2. Requests that a student attend a district school other than the student's assigned school within his/her regular attendance boundary must be made by the parent (or emancipated minor or student age 18 or older) and submitted in writing on forms provided by the district to the resident school. Written requests must include a clear statement as to how the requested transfer meets district criteria;
3. The resident and attending school principals will consult and must mutually agree to the transfer. If either principal objects, the request will be denied;
4. Copies of the completed application will be distributed to the district office and family by the receiving school principal, pending a letter or telephone conversation with the parent/guardian of the student, regarding the final recommendation;
5. Transportation will be the responsibility of the parent. In certain circumstances, district transportation may be appropriately provided, on a space-available basis. Existing bus routes and loading areas will not, however, be disrupted or altered in order to accommodate an intradistrict transfer;

6. Approved transfers will expire at the end of each school year. A new application will be required for continuation of the transfer. Continuation of the transfer may be denied based on such considerations as space limitations, student behavior, attendance, academic performance or failure to continue an educational program for which the transfer request was originally approved;
7. In the event building capacity is reached with attendance area residents or students from outside the attendance area who have transferred under provisions of NCLBA, transfer students may be asked to enroll in another school or return to their school of origin;
8. An approved transfer granted to a student will not obligate the district to approve subsequent requests from another student in the same family;
9. Student violations of Board policy, administrative regulation or school rules may result in revocation of the transfer at any time at the discretion of the district, in addition to discipline imposed.

Public School Choice Transfer Requests

In the event a district school receiving Title I funds has been identified as in need of improvement, corrective action or restructuring, and there is another school in the district the student may transfer to, such transfers to meet the public school choice requirements of NCLBA will be provided, subject to the following:

1. The district will provide notification to parents of a student attending a school receiving Title I funds, of a student's right to transfer. The notification will:
 - a. Be in writing, provided prior to the beginning of the school year and will be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language parents can understand;
 - b. Inform parents that their student is eligible to attend another public school in the district due to the less than adequate performance of his/her current school;
 - c. Identify each public school in the district, including public charter schools, that the parent may select;
 - d. Explain why the choices made available have been limited including, as applicable, that no choices are currently available; and
 - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.

In addition to mailing notices directly to parents, the district will provide information about choice options through such means as newspapers, posters and the district website.

2. The transfer will be to a safe district school that is making adequate yearly progress and has not been identified as in need of improvement, corrective action or restructuring;
3. Building capacity will not be used as a determining factor in transfer decisions;

4. Priority will be given to the lowest achieving, disadvantaged students¹, as required by law. A waiting list for all others will be established;
5. When intradistrict transfers are available and more than one district school of choice is available, parent preferences will be considered;
6. In implementing its public school choice responsibilities under NCLBA, the district shall not be required to:
 - a. Make alterations in the structure, arrangement or function of a requested school or rooms within a requested school;
 - b. Establish and offer any particular program in a requested school if such program is not currently offered in the school;
 - c. Alter or waive any established eligibility criteria for participation in a particular program including age requirements, course prerequisites and required levels of performance.
7. Requests to transfer must be in writing (standard mail, fax or e-mail) and submitted to the school office in accordance with timelines established by the district. The district will confirm requests. Parents may decline the assigned school;
8. Approved transfers will be made by the district in a timely manner to ensure parents have ample information, time and opportunity to take advantage of the option to choose a different public school for their student while also providing the school with appropriate planning time;
9. The transfer will remain in effect until the student has completed the highest grade in the school;
10. The opportunity to transfer will end when the school is no longer identified for improvement;
11. Transportation will be provided by the district.

In the event there is not another school in the district for the student to transfer because all schools at a grade level are in school improvement, the district will, to the extent practicable, establish a cooperative agreement that would allow interdistrict transfers. If such an agreement is established, transfers to meet the public school choice requirements of NCLBA will be provided in accordance with established Board policy and administrative regulation.

Safe Public School Choice Transfer Requests

In the event a district school is identified by the Oregon Department of Education (ODE) as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends, a transfer to meet the safe public school choice requirements of NCLBA will be provided, subject to the following:

¹Students may be rank ordered by achievement levels as evaluated by objective educational measures of student achievement at the school or district level. Students may not be rank ordered by parent income.

1. The district will provide notification to parents of all students attending a school identified as persistently dangerous of their student's right to transfer. The notice will:
 - a. Be in writing, provided within 10 school days from the time the district becomes aware that the school has been identified by ODE as persistently dangerous or from the time a parent or student has notified the district that the student has been the victim of a violent criminal offense as defined by ODE;
 - b. Inform parents that their student is eligible to attend another public school in the district due to the identification of the school as persistently dangerous, or inform the parent of a student who has been the victim of a violent criminal offense, as defined by ODE, while in or on the grounds of a school the student attends, that their student is eligible to attend another public school in the district;
 - c. Identify each public school in the district, including public charter schools, that the parent may select;
 - d. Explain why the choices made available may have been limited including, as applicable, that no choices are currently available; and
 - e. Describe the performance and quality of those schools of choice. Parents may request more detailed information and may ask to see a school's academic report card.
2. The transfer will be to a safe district school and to the extent possible, to a district school that is making adequate yearly progress and that has not been identified as in need of improvement, corrective action or restructuring;
3. Requests to transfer must be in writing (standard mail, fax or e-mail) and submitted to the school office for consideration generally no later than 20 school days from the district notice. The district will confirm requests;
4. The district will consider the education needs and preferences of the student and parent. Parents may decline the assigned school;
5. Approved transfers will generally occur within 30 school days from the time the district learns that the school has been identified as persistently dangerous. A student who has been the victim of a violent criminal offense will be transferred as soon as practicable;
6. Transfers may be temporary or permanent but will minimally be in effect as long as the student's original school is identified as persistently dangerous. Transfers for a student who has been the victim of a violent criminal offense will remain in effect until such time as may be appropriate, based on the safety and welfare of the student. The district will consider the educational needs of all transfer students as well as other factors affecting the student's ability to succeed if returned to the transferring school;
7. The district may provide transportation using federal funds or through cooperative agreements with local victims assistance units.

In the event a district school is identified by ODE as persistently dangerous, or a student has been a victim of a violent criminal offense while in or on the grounds of a school the student attends and there is not another school in the district for the student to transfer to, the district may develop an agreement with a

neighboring district to accept transfer students. The development of such agreements is at the discretion of the district. Transfer approval will be in accordance with established Board policy and administrative regulation.

Special Education and Public School Choice

The district will ensure that students with disabilities are provided a free appropriate public education (FAPE) in their school of choice, consistent with the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. In offering choice to students with disabilities, the district may match the abilities and needs of a student with disabilities to the possible schools that have the ability to provide the student with FAPE.

Miscellaneous General Provisions for All Transfers

1. Students granted permission to attend a district school other than the school in their assigned attendance area will have the same curricular and extracurricular status as all other students attending the school, consistent with applicable Oregon School Activities Association (OSAA) rules.
2. Students are expected to preregister and complete final registration and scheduling for the school in their assigned attendance area pending disposition of a transfer request.
3. Students may not sign up for or practice with athletic teams or other activity groups in the school they are requesting to transfer until the transfer is approved.
4. Recruitment of students by district employees is strictly prohibited.
5. Students whose place of residence changes within the district during the school year must notify the district. Students will be required to attend the school of their new attendance area the following year, consistent with NCLBA requirements if applicable, unless application is made for transfer and approved.
6. Parents may appeal decisions to deny intradistrict transfer requests to the superintendent and Board, by sending a written request to the superintendent or designee.
7. The Board will hear the appeal at its next regularly scheduled Board meeting.
8. A final decision will be made by the Board following the Board hearing. The Board's decision will be communicated to the parent in writing.

Record Keeping

The principal will maintain a file of all intradistrict transfer requests for their building. A copy will be forwarded to the district office for notifications and district wide data collection purposes.



St Helens School District #502

Intradistrict Transfer Application

Columbia City Elementary
Jennifer Vanderschuere, Principal
503-366-7550 • Fax: 503-368-7706

Lewis & Clark Elementary
Dustin Salisbury, Principal
503-366-7603 • Fax: 503-366-7656

McBride Elementary
Lisa Tyler, Principal
503-366-7700 • Fax: 503-366-7706

1. Student applications for administrative transfer may be initiated at any time during the year by a parent/guardian, eligible student, or administrator. **Approval of applications will be valid for the current school year only.**
2. Please explain hardship that supports your request for this transfer. *Attach a separate sheet of paper with your explanation, if needed.*
3. The transfer form must be submitted to the student's home school principal. The home school is the school the student currently attends or would normally attend during the school year for which the request is made.
4. The principal of the student's home school must initiate contact with the principal at the school where the student has applied to attend. The transfer approval will be based upon a special hardship or detrimental condition affecting the student or his/her immediate family which would be alleviated as a result of the transfer. "Special" means a circumstance or factor not generally applicable to other students or families. "Hardship" and "detrimental condition" apply to any circumstance or factor which has a harmful effect on the student or his/her immediate family, and is not restricted to a financial, educational, safety or health condition. Principals must agree to the transfer. When considering intradistrict transfers, principals cannot accept transfers that result in a negative financial impact associated with class size.
5. Parents/guardians are responsible for providing transportation, which complies with school hours.
6. The receiving principal reserves the right to revoke the administrative student transfer for the following reasons: student behavior, attendance, or academic achievement.
7. Copies of the completed application will be distributed to the district office and family by the receiving school principal, pending a letter or telephone conversation with the parent/guardian of the student, regarding the final recommendation.

Please Print

Request is for School Year: _____ Today's Date: _____

Resident School: _____ and Attending School: _____
(Student lives within these boundaries)

Student Information: *(Please complete both sides)*

Legal Last Name: _____ Legal First Name: _____ Legal M.I. _____

Student Address: _____
Street City State Zip

Date of Birth: _____ Current Grade: _____ Transfer last year? Yes No

Is the student currently under expulsion? Yes No

If yes, why? _____

Reason for transfer request:

Parent/Guardian Information: *(Please print)*

Parent/Guardian Name: _____

Primary Phone: _____ Email Address: _____

Under authority of OAR 581-021-0045 and the policies adopted by the school board of directors.

This transfer application, if approved, will allow the student to complete an academic transfer, but does not guarantee eligibility to participate in competitive interscholastic activities at the receiving school. Competitive eligibility is determined by Oregon School Activities Association (OSAA) rules. If you have questions about OSAA eligibility, contact the building administrator at the receiving school **prior to completing this transfer**.

I understand that the parent is responsible for transportation. I further understand that there must be an ongoing positive relationship between the parent/guardian(s) and the school that enhances the probability of success for the transfer student, the other students in the school and the teachers. This agreement applies to schools within the St Helens School District only and must be renewed yearly.

Signature of Parent/Guardian: _____ Date: _____

Submit a completed form to resident school principal.

FOR SCHOOL USE:

Resident Principal signature:		
Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied - reason:
Attending Principal signature:		
Date:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied - reason:

St Helens District Office
474 N 16th Street • St Helens OR 97051
Phone: 503-397-3085 • Fax: 503-397-1907